

Project Coordination Meetings

What is a Project Coordination Meeting (PCM)?

- Designed to increase project awareness for Local Public Agency (LPA) projects, identify risks, communicate project changes and coordinate action plans at key Project Delivery points.



Types of Project Coordination Meetings

- Varying project coordination meetings are held throughout the life of a project:
 - PCM 0
 - PCM 20
 - PCM 30
 - PCM 35
 - PCM 50
 - PCM 70
 - PCM 80
 - PCM 90



PCM 0: Pre-Red Flag Meeting

- Purpose:
 - To provide a high-level overview of the proposed project with the goal of identifying known risks
- Goal:
 - Gather necessary information to aid in the development of the project Scope of Services for Preliminary Engineering and Environmental Services.
 - Provide enough information for the consultant to develop the project description, project details, and purpose & need.



Project Description, Project Details, Purpose & Need Forms

- These forms are developed after the PCM 0/Red Flag Site Visit Meetings
- The Project Description is kept general to avoid updates about minor changes, these will be covered in the Project Details form.
- These forms will need to be reviewed before each PCM to ensure no updates need to be made if project changes have been made



Nebraska Department of Transportation

Project Description

Project Name:	Applewood Creek Trail		
Project No.:	TAP-77(61)		
Control No.:	22757		
Initial Draft:	Date: 3-11-20	Written By: Doug Holle	

Updates/Reviews

Date	Update/Review By (name)	Items Updated	Plan Level (PIH, etc.)

This trail construction project is 0.7 miles in length and is located in La Vista, NE, Sarpy County. The trail would be located in an area defined as the Portal Greenway in the City's Parks and Recreation Master Plan. The proposed trail would connect the two existing trails in the Portal Greenway, which currently terminate in the Cimarron Woods and Portal Ridge neighborhoods. The trail would start behind the home near 7602 South 101st Street and end behind the home near 8409 South 103rd Street. Construction may begin and/or end approximately 500 feet ahead of or beyond the actual project limits to accommodate transitioning the pavement.

The improvements on this project consist of a new 10-foot wide concrete trail with earth shoulders. A 14-foot wide by approximately 70-foot long pedestrian bridge would be constructed for the trail to cross Applewood Creek. The trail would cross beneath Giles Road in a new 12-foot-wide by approximately 160-foot-long box culvert. Work would also occur at the existing box culvert at Giles Road that conveys Applewood Creek. Pavement removal and replacement would occur for sidewalks, trails, roadway (Giles Road), and curbs and gutters.

Grading will be required for the entire length of this project. As this road is a new trail construction project, the majority of grading will be outside the hinge point.

This project will be constructed under traffic with lane closures controlled by appropriate traffic control devices and practices.

Additional property rights will be required to build this project.

Access to adjacent properties will be maintained during construction but may be limited at times due to phasing requirements.

Phasing requirements for the box culvert beneath Giles Road will temporarily impact access to nearby intersections. The City of La Vista has recommended preventing left-turn movements along Giles Road to and from South 101st Street and South 103rd Street. Alternative access is available. Details will be determined at the construction meeting.

Project Details

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Project Details: [Project Details](#)

Instructions:

- Insert an "X" in the "Yes" box for all activities to be included in the project.
- Insert an "X" in the "No" box for all activities not included in the project.
- Insert an "X" in the "PIH" (Plan-In-Hand) box for all activities that require more information or design work to determine inclusion.
- Include specific Mile Marker(MM) locations for anything checked "Yes" or "PIH" or indicate the activity as "Project-wide".
- **Highlight locations that have impacts in Urban Areas.**

Grading Outside the Hinge Point	YES	NO	Determined at PIH	Notes/Locations (MM-MM)
Flume Repair/Replacement on Existing Curb & Flume		x		
New Curb & Flume		x		@Brentwood Dr.
New Curb and Gutter	x			
Replacing a Bridge with a Culvert		x		
Channelization		x		
Bank Stabilization		x		
Storm Sewer Work	x			@Giles Rd.
Sanitary Sewer Work (Usually Requested by the Municipality)		x		
Localized Modification of Highway or Side Road Alignment		x		

Grading Outside the Hinge Point	YES	NO	Determined at PIH	Notes/Locations (MM-MM)
Additional Paving Items:	----	----	-----	-----
Drives and Intersections: New or Modifying		x		
Turn Lanes: New or Modifying		x		
Shoulder Widening		x		
Adding a Driving Lane		x		
Superelevation Correction		x		
Mailbox Turnouts		x		
Grading and Surfacing for Guardrail		x		
Lighting, Signals, Small ITS Elements with Soil Disturbance		x		
Underground Utility Conduit Install./Relocation	x			@Giles Rd.
Small Signs with Soil Disturbance	x			Project-wide, Construction Signing
Large Overhead Truss Signs or Message Boards		x		
Underground Utility Conduit Install./Relocation		x		
Drilled Shaft Foundations		x		
Fencing/Gates		x		
Landscaping – Aesthetic		x		
ADA/Curb Ramps, Sidewalks, & Bikeways	x			Project-wide
Culvert Work: New, Extension, Replacement, Repair	x			Project-wide
Temporary Crossing for Non-Bridge Sized Culvert Work, Causeway, Work Platforms		x		
Grading or Flattening Foreslopes	x			Project-wide
Grading or Flattening Backslopes	x			Project-wide

Bridge Locations Table Instructions:

- Each bridge or bridge-sized box culvert is assigned a Structure Number. The highway designation and mile marker location for the structure are incorporated into the Structure Number. For example, a bridge with Structure Number S080 01346 is located on I-80 at MM 13.46.

Bridge Locations	YES	NO	Determined at PIH	Note, Locations, or Structure Number
Barge Staging		x		
Bridge Deck Repair		x		
Bridge Deck Replacement		x		
Bridge Rail Repair/Replacement		x		
Bridge Substructure New, Replacement, or Repair	----	----	-----	-----
New/Replacement	x			North of Brentwood Dr.
Repairs or Remodel		x		
Cleaning/Painting		x		

Bridge Locations	YES	NO	Determined at PIH	Note, Locations, or Structure Number
Bridge Superstructure New, Replacement, or Repair	----	----	-----	-----
New/Replacement		x		
Remodel		x		
Girder/Bearing Repairs		x		
Cleaning/Painting		x		
Cofferdams		x		
Pile Driving – Impact Method		x		
Pile Driving – Vibratory Method		x		
Drilled Shaft Foundations		x		
Pile/Pier Encasement/Preservation		x		
Removal of Old Substructure		x		
Temporary Crossing for Bridge Work, Causeway, Work Platforms	x			Applewood Creek north of Brentwood Dr.
Exceptional Bridge		x		
Overpass Repair or Replacement		x		
Drop-Structures Needed at Bridge Corners		x		
Utilities Attached or Adjacent to Bridge		x		

Accommodation of Traffic	YES	NO	Determined at PIH	Notes/Locations (MM-MM)
Shoo-fly		x		
Crossovers	x			Along Giles Rd.
Slip-ramps		x		
Detour (describe route under location)		x		
Duration: Greater than 30 Working Days?		x		
Duration: Greater than 135 Working Days?		x		
Urban Length Greater than 10 Miles?		x		
Rural Length Greater than 30 Miles?		x		
Temporary Access		x		
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Work on Detour Route		x		
Resurfacing		x		
Widening		x		
Pavement Replacement		x		
Bridge/Culvert Work or Replacement		x		
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Temporary Surfacing	x			Along Giles Rd.
Temporary Grading		x		
Temporary Signal		x		
Temporary Lane Closures	x			Project-wide

Accommodation of Traffic	YES	NO	Determined at PIH	Notes/Locations (MM-MM)
Rolling <u>Road-Block</u>		x		See Large Overhead Truss Signs

Other Items	YES	NO	Determined at PIH	Notes/Locations (MM-MM)
Nighttime Work with Lights		x		
<u>Surveying and Staking</u>	x			Project-wide
<u>Railroad Involvement</u>	x			BNSF
<u>MS4 Location</u>	x			Project-wide
<u>Acquisition of New Right-of-Way</u>	x			South of Giles Rd. and from BNSF
Project within 500 feet of a Levee Requiring a 408 Permit		x		
Floodplain in Project Limits		x		
Flood Awareness Area in Project Limits		x		
Floodway in Project Limits		x		
<u>Pavement Marking</u>	x			Project-wide
Modifying Driving Lanes by Re-stripping		x		
Rumble Strips (centerline, shoulder, stripes)		x		
<u>Will a City/County/Railroad/Other Agreement be needed?</u>	x			BNSF
Is all or part of the project located within a Native American Reservation?		x		
<u>Is a Public Use Airport within 4mi of the project?</u>	x			Millard Airport
<i>Add additional items as necessary</i>		X		
<i>Add additional items as necessary</i>		X		
<i>Add additional items as necessary</i>		X		
<i>Add additional items as necessary</i>		X		

Wetland Bank Availability (mark only one)	
	The project is in a wetland bank service area.
x	The project is in a wetland bank service area, however, the bank is nearing capacity. Additional consultation with the Environmental Section will be needed.
	All or part of the project is not in a wetland bank service area. Additional Right-of-Way may be needed for on-site wetland mitigation.

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Existing Traffic Signals/Beacons (mark only one)	
x	There are no existing traffic signals or stop-sign related beacons present on this project.
	There are existing traffic signals or stop-sign related beacons present on this project. Additional consultation will be needed from Traffic Division to Evaluate impacts to vehicle detection systems.

Nebraska Department of Transportation

Purpose and Need



Project Name:	Applewood Creek Trail		
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Initial Draft:	Date: 3-11-20	Written By: Doug Holle	

Updates/Reviews

Date	Update/Review By (name)	Items Updated	Plan Level (PIH, etc.)

Purpose: The purpose of the Applewood Creek Trail project is to improve and expand alternative transportation options and recreation opportunities in the City of La Vista (City), and to improve connectivity or access to other local and regional trails. The project is consistent with the Metropolitan Area Planning Agency's (MAPA) Long-Range Transportation Plan, the City's Parks and Recreation Master Plan, and the City's Capital Improvement Program.

Need: The need for the new trail project is to complete the existing trail network in the Portal Greenway by providing a connection between the existing trail segments that terminate in the Cimarron Woods and Portal Ridge neighborhoods. The connection would need to cross Giles Road; therefore, providing a convenient and safe crossing of Giles Road would be important to promoting use of this trail.

PCM 20: Project Introduction

- Purpose:
 - Held after approval of the NDOT-530 (LPA Programming Request) and NDOT-53 (Probable Class of NEPA Action Form).
 - The Project Description, Project Details, and Purpose & Need form are needed to develop the NDOT-53
 - Will serve as the project kick-off meeting
- Goal:
 - The goal of this meeting is to review project concerns and initial design.



PCM 30: Pre – Plan-in-Hand (PIH)

- Purpose:
 - Discuss any changes to the project description and details, issues or concerns related to design or environmental reviews, and potential conflicts that should be verified at the PIH visit.
- Goal:
 - Identify any sensitive environmental areas, discuss design and constructability concerns, and provide guidance ahead of the PIH field visit and PCM 35.



PCM 35: Post – Plan-in-Hand

- Purpose:
 - Verify that all PCM 30 and PIH comments have been addressed
 - Discuss any project design issues/modifications that were identified during the PIH field visit.
 - Discuss project constructability issues that need to be captured in project environmental documentation or that may require further coordination with environmental agencies are verified.
 - This meeting initiates the documentation of environmental reviews and approval phase of the project
- Goal:
 - Present updated design plan, limits-of-construction (LOC), changes to the project description, project details, and purpose & need.
 - Limits-of-construction are considered final at this stage.



PCM 50: Pre-NEPA Approval (Optional)

- Purpose:
 - Used if the project has had significant changes since the PCM 35
 - Can also be held if the project has been inactive for a long period of time
- Goal:
 - Provide an update of any significant project changes to the project delivery team



PCM 70: ROW Re-Evaluation

- Purpose:
 - Kick-off the ROW Re-Evaluation Phase
 - Discuss final plans and any potential changes needed for the Environmental Document
 - An approved Environmental Document is required prior to this meeting
- Goal:
 - Verify the ROW design plans and kick-off the re-evaluation of the NEPA document for the ROW obligation.



PCM 80: PS&E Re-Evaluation (Optional)

- Purpose:
 - Occurs near the completion of ROW acquisition and will be used if the project has had changes to design, LOCs, coordination, or project description as a result of the ROW negotiation process.
 - Can also be used if the project has been inactive for a significant period of time.
- Goal:
 - Review changes made during ROW acquisition and kick-off NEPA Re-Evaluation for PS&E turn-in



PCM 90: Green Sheet Review

- Purpose:
 - Ensure final design plans are consistent with approved environmental documentation and commitments/mitigation have been included in the Green Sheet for use in contracting
 - A Draft Green Sheet is required to hold this meeting
- Goal:
 - Verify final PS&E plans are ready to be submitted to PS&E and review Green Sheet



Project Coordination Meeting 0

LPA:

Proj. No.	Proj. Name	Control No.	Date:
LAD Project Coordinator	Wetlands Biologist	NEPA Specialist	Next Meeting
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
T&E Biologist	Section 106 Coordinator	Hazmat, Air & Noise Coord.	District Representative
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PE Consultant	Bridge	Bridge Hydraulics	Program Management
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NEPA Consultant	Public Involvement	Environmental Project Manager	Railroad Liaison
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PS&E Turn In	Letting	Permit to Occupy (if needed)	LAD Section Head
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Attendees:

- Federal Funds used
- Risk Based Project (RBP)

Required Items:

- Location and Time of Meeting (at least 2 weeks in advance of meeting)
- Location Map of Proposed Project
- Identifying high-level potential Environmental Constraints/Risks
- KMZ file for project location and/or LAD GIS Layer
- Map or description of potential detours route maps
- Schedule for Scoping delivery Items

Meeting Agenda:

Identified Utilities

Potential ROW

ROW Encroachments

Landowner Concerns/Issues

Detour Routes

Tree Topping and Netting

Constructability (Contractor Crossing)

Maintenance Issues

Airport Concern

Railroad Interaction

Special Coordination Required (i.e. Resource Agency, Tribal, Border State)

Schedule

Identify Potential Resource Impacts:

ROW Required

Section 4(f) / 6(f)

National Wild & Scenic River or National Recreational River

Floodplain/Floodway

Section 404 Wetland / Stream Impacts:

Section 408 – Levee's Present

Section 9 – Coast Guard Permit

Threatened & Endangered Species

Section 106 (Historic)

Hazmat, Noise & Air

Traffic Disruptions (Temporary Road, Detour or Ramp Closure)

Property Access Restrictions

Environmental Justice – Minority / Low Income Populations

Public Involvement

Who gets an invite?

- Calendar invites are sent to all Project Stakeholders.
 - NDOT Local Projects
 - Project Coordinator
 - Unit Head
 - Section Head
 - NDOT Environmental
 - Environmental Project Manager
 - NEPA Specialist
 - Wetlands Biologist
 - T&E Biologist
 - Section 106 Coordinator
 - Hazmat, Air & Noise Coordinator
 - NDOT District Representative
 - NDOT Program Management
 - NDOT Bridge & Bridge Hydraulics
 - NDOT Public Involvement
 - NDOT Railroad
 - NDOT Permits Officer (if needed)
 - LPA RC
 - Consultants
 - PE & NEPA

How do we know if a project is ready for a PCM?

- The required items on the PCM forms are the indicators that a project is ready for a PCM.
 - If a meeting is requested and all the required items are not complete, the request will be denied.


Required Items:

- Final NDOT-290 (OnBase)
- Final LOCs (KMZ, Updated LAD GIS Layer)
- Final PIH Report (OnBase)
- Updated Public Involvement Plan
- Updated T&E Checklist (OnBase)
- LOCs to ROW
- Railroad Review and Approval of PIH Plans (if applicable)

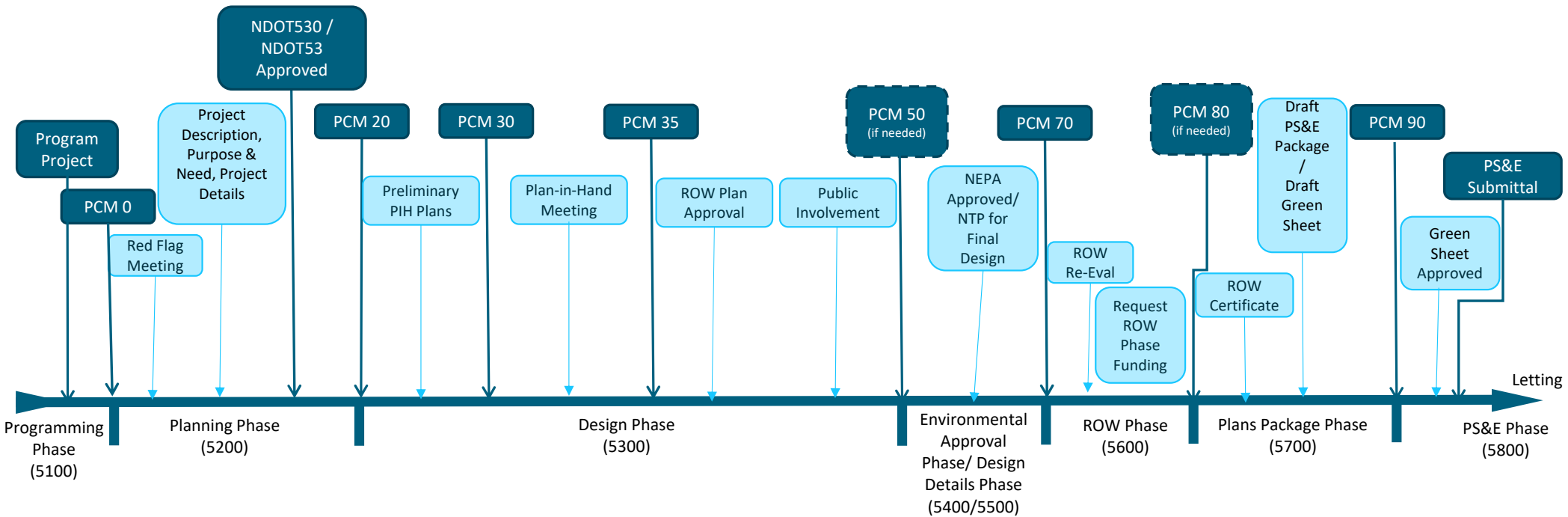
PCM 35 Required Items 



Process for Request

- When a project is ready for a PCM Meeting, the Local Projects Project Coordinator will fill out and submit a request form 10-14 days before the meeting date.
 - The Local Projects Section Head reviews all submitted requests and approves/denies the requests.
 - After approval of final agenda items, a calendar invite with WebEx link is sent to all Local Projects members and then forwarded to project stakeholders 10 days prior to the meeting.
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Project Timeline



LAD Website

> Local Projects

Programs & Funding

Documents, Forms, Procedures

Emergency Relief Program

Workforce Development

Project Coordination Meetings



Local Projects

Mission: Working together within the NDOT and with our local partners to assure projects are safe, of high quality, reliable and completed as timely as possible.

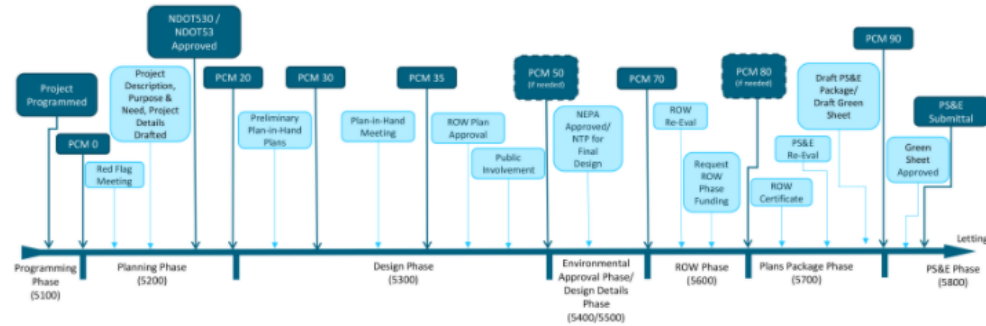
The Local Project Section (LPS) provides the primary NDOT oversight for project initiation, preliminary and final project plan and development activities. Several other NDOT Divisions assist the LPS by providing specialized oversight for specific development activities of projects. NDOT's Construction Division provides oversight for construction engineering procurement, letting plans and specifications, and assistance to the District during the construction phase. Construction Division also provides construction project bid letting services on behalf of the LPA. Local Projects is also responsible for quality assurance for Federal Aid transportation projects.

[Qualified Responsible Charge List](#) - list of those who have completed the responsible charge training.

Project Coordination Meetings (PCMs)

Project Coordination Meetings are designed to increase project awareness for Local Public Agency (LPA) projects, identify risks, communicate project changes and coordinate action plans at key Project Delivery points.

Project Schedule Timeline



Project Schedule Meeting Dates

January 6, 2022	April 14, 2022	July 7, 2022	October 13, 2022
January 20, 2022	April 28, 2022	July 21, 2022	October 27, 2022
February 3, 2022	May 12, 2022	August 4, 2022	November 10, 2022
February 17, 2022	May 26, 2022	August 18, 2022	December 1, 2022
March 3, 2022	June 9, 2022	September 1, 2022	December 15, 2022
March 17, 2022	June 23, 2022	September 15, 2022	December 29, 2022
March 31, 2022		September 29, 2022	

Project Coordination Meeting Forms

- [PCM 0](#)
- [PCM 20](#)
- [PCM 30](#)
- [PCM 35](#)
- [PCM 50](#)
- [PCM 70](#)
- [PCM 80](#)
- [PCM 90](#)

Questions?

